



THE UNIVERSITY *of*
NEW ORLEANS

INVITATION FOR BID

**BID NAME AND NUMBER:
CAMPUS MAIL SERVICE, BTB2615REBID**

**BID OPENING TIME AND DATE:
JUNE 25, 2020@2PM**

**BUYER:
Troy A Bacino
purchasing@uno.edu**

RETURN ALL BIDS TO THE FOLLOWING ADDRESS:

**Purchasing Office
Administration Annex 1004G
University of New Orleans
2000 Lakeshore Drive
New Orleans, Louisiana 70148
Phone: (504) 280-6214
Fax: (504) 280-6297**

General Instructions to Bidders

1 Invitation to Bid

Bids for the following items and/or services specified are hereby solicited, and will be received by the Purchasing Office until the stated bid opening time and date and then publicly opened.

2 Authority to Sign

Bids must be signed by a person authorized to bind the vendor. In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, as evidenced by a corporate resolution, certificate, or affidavit; or 3) other documents indicating authority which are acceptable to the University.

3 Read Solicitation

Read the entire solicitation, including all terms, conditions, and specifications.

4 Corrections

All bids should be returned on the forms furnished and must be typed or written in ink. Any corrections or erasures must be initialed by the bidder.

5 Delivery of Bids

Bids may be submitted in person, or by mail. The mailing address is listed on the cover sheet. Bids delivered in person or by mail should be placed in a sealed envelope and marked with the bid name and number, the bid opening time and date, and the name and address of the bidder. The same information should be affixed to any additional materials sent as a part of the bid submission. DELIVERY OF BIDS IN PERSON BY APPOINTMENT. SEND APPOINTMENT REQUEST TO PURCHASING@UNO.EDU

6 Bid Alterations

Alterations to bids will be accepted provided both the bid and alterations have been received in the Purchasing Office prior to bid opening time and date.

7 Late Bids

Late bids will not be accepted and will be returned unopened. Each bidder is solely responsible for the timely delivery of its bid. The University will not be responsible for any delay in the delivery of bids.

8 Delivery/Freight Charges

Bid prices will include all delivery/freight charges paid by the vendor, F.O.B., UNO, inside delivery, New Orleans, La, unless otherwise stated in the specifications. Any invoiced delivery charges not quoted and itemized on the UNO purchase order are subject to rejection and non-payment.

9 Taxes

Vendor is responsible for including all applicable taxes in the bid price. The University of New Orleans is exempt from all Louisiana state and local sales and use taxes. By accepting an award, all firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable.

10 Payment

Assuming there is no prompt payment discount provision, payment will be made within thirty (30)

days from receipt of products in satisfactory condition, or within thirty (30) days from date of invoice, whichever is later. Delinquent payment penalties are governed by L.R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by the University in any dispute.

11 Acceptance

Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

Bid Signature

By signing this bid, the bidder certifies compliance with all general instructions to bidders, terms, conditions, and specifications, and further certifies that this bid is made without collusion or fraud.

_____ Bidder (Company Name)	_____ Mailing Address
_____ Authorized Signature	_____ City, State, Zip Code
_____ Printed Name	_____ Phone Number
_____ Title	_____ Fax Number
_____ E-Mail Address	_____ Federal Tax ID #

Standard Terms and Conditions

These standard terms and conditions apply to all UNO solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of a conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Auditors

Bidders agrees that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the University's auditors will have the option of auditing all accounts of the Bidder which relate to this purchase.

Award

Award will be made to the lowest responsible and responsive bidder. The University reserves the right to award the items, separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that would preclude competition.

All solicitation specifications, terms, and conditions will be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

Bidder Inquiries

If a bidder is in doubt as to the meaning of any part of a solicitation, bidder may submit a written request for interpretation to the Buyer of Record. Requests must be received in the Purchasing Office no later than JUNE 16, 2020 prior to the opening of bids. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be sent to all known bidders. The University will not be responsible for any other explanation of the documents.

Contrary Terms and Conditions

Submittal of any terms and conditions contrary to those contained within this solicitation may cause your bid to be rejected. By signing this bid, vendor agrees that any terms and conditions which may be included in their bid are nullified.

Equal Employment Opportunity Compliance

By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Executive Order 11246, Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate, and to render services without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Failure to comply shall be grounds for termination of any contract entered into as a result of this solicitation.

Equivalency

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Bidder must state the brand/model he or she is bidding on each item. Bids not specifying brand and model number will be considered as offering the exact product specified in the solicitation.

It will be the sole responsibility of the Bidder to prove equivalency. Bidder will submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so may eliminate the bid from consideration. The decision of the University as to equivalency will be final.

Governing Law

This purchase shall be construed in accordance with and governed by the laws of the State of Louisiana.

Louisiana Preference

A preference will be given to materials, supplies, and provision produced, manufactured, assembled, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's sole responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown, or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the University. The enclosed Louisiana Preferences **must** be returned as a part of this bid.

Legislators Prohibited

According to LAS-R.S. 42:113(D)) the University is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership, or other legal entity in which the Legislator or his/her spouse owns an interest, except publicly traded corporations. Each bidder **must** return the enclosed Disclosure Form as a part of his bid.

New Products

All products are to be new, current model, and of best quality as measured by accepted standards of the trade. No remanufactured, demonstrator, used, or irregular products will be considered for purchase unless otherwise specified.

Warranty

The manufacturer's standard published warranty and provision will apply, unless more stringent warranties are otherwise required by UNO and specified in the solicitation. In such cases, the bidder and/or manufacturer will honor the specified warranty requirements, and bid prices will include any premium costs of such coverage.

DISCLOSURE FORM

EACH BIDDER IS TO DISCLOSE THE FOLLOWING INFORMATION BY ANSWERING YES OR NO TO THE FOLLOWING QUESTIONS:

1. Is the bidder a legislator or person who has been certified by the Secretary of State as elected to the Legislature? _____
2. Is the bidder a spouse of a legislator? _____
3. If the bidder is a corporation, partnership, or other legal entity, does a legislator or his spouse own any interest in that corporation, partnership or other legal entity?

4. If the bidder is a corporation, is it a publicly traded corporation? _____

LOUISIANA PREFERENCES

FAILURE TO SPECIFY BELOW INFORMATION **WILL** CAUSE ELIMINATION FROM PREFERENCE. Preferences shall not apply to service contracts.

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana of equal quality. Do you claim this preference? YES _____ NO _____

Specify Item Numbers:

Specify location within Louisiana where this product is produced, manufactured, grown or assembled: _____

Do you have a Louisiana Business workforce? YES _____ NO _____

If so do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?

YES _____ NO _____

Special Terms and Conditions

1. The quantities are estimated to be the amounts needed. In the event a greater or lesser quantity is needed, the right is reserved by the University to increase or decrease the amount at the unit price stated in the bid.
2. At the option of the University and acceptance by the contractor, this contract may be extended for four additional twelve (12) month periods at the same prices, terms, and conditions. The initial contract period will be from date of OCTOBER 1, 2020 through JUNE 30, 2021 of the initial contract year. Renewals will be from July 1st through June 30th of the remaining contract years. Contract shall not exceed sixty (60) months.
3. Discounts for less than 1% and for less than thirty (30) days will not be considered in making awards.
4. Site Visit: In order to ascertain the true scope of the services requested, all bidders are urged and expected to inspect the site where services will be performed. Arrangements to do so may be made by contacting the buyer. Failure to inspect the site will **not** constitute grounds for a claim after contract award.
5. NOTE: If, upon visiting site, Vendor finds conditions that disagree with the physical layout as described in this bid, or other features of the specifications that appear to be in error, vendor shall notify the buyer immediately.
6. It shall be specifically agreed and understood that the Bidders may attend the Bid opening. It shall also be specifically agreed and understood that the decision of the University shall be final.
7. The University reserves the right to cancel this contract upon thirty (30) days written notice for failure of the Vendor to deliver on time, for delivery of unsatisfactory merchandise, or for any unsatisfactory performance by the Vendor as determined by the University.
8. This agreement may be terminated by either party with ___90___ days advance notice in writing.
9. Successful bidder will be responsible for the unloading and placing of equipment and/or supplies in the location designated by the University.
10. Vendor compliance with the attached insurance requirements is mandatory, and evidence of such compliance must be submitted before work can commence.
11. Successful bidder will be required to assume responsibility for all services and/or products offered in his/her bid whether or not he/she produces them. Further, the University of New Orleans will consider the selected bidder to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

12. List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.
13. Successful Vendor shall inspect jobsite and make his/her own measurements prior to installation.
14. The State legislative auditor, federal auditors and internal auditors of the University, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose..
15. Award to be made on an all-or-none basis.
16. The Contractor shall maintain all records in relation to the contract for a period of at least five (5) years after final payment
17. All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the University and shall, upon request, be returned by Contractor to the University, at Contractor's expense, at termination or expiration of the contract
18. Certification of no suspension or debarment: By signing and submitting any proposal for \$25,000 or more, the proposer certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133.
19. A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.
20. Fiscal Funding: The continuation of any agreement entered into as a result of this bid past the current fiscal year is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
21. Escalation Clause (Only for services you know will increase. e.g. insurance)

Prior to any renewal term, the contractor may request a price increase for that renewal term based on documented increase costs. The University reserves the right to approve or disapprove the price increase.

22. Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

QUESTIONS AND ANSWERS FROM BIDDERS.

The following information becomes a part of the specifications of the above referenced Invitation to Bid.

Questions from MEI:

1. How many non-UNO vehicles are currently in use for campus mail service operations? **One**
2. Will the contractor be charged a fee for staff parking decals? **Yes**
3. If the contractor must pay for staff parking decals what is the cost and has a few additional questions that will allow us to submit our best proposal. **Presently \$100 plus tax for a year.**

Questions from MCMSSNVLL:

What freight charges we have to pay for? For question I'm not understanding what freight chargers? Can you give general explanation? **All freight charges that you may incur with having your equipment and supplies delivered.**

The contractor will be responsible for 3 units, correct? **The contractor will be responsible for operating one Contract Postal Unit (CPU).**

- 1: How much is the current contract amount? **Current contract provided.**
2. How many current employee? **Three full time and two part time.**
3. Can I get a explanation of question 8 under general instruction **This was answered in your question above.**
4. What equipment is needed for this bid? **All equipment required to operate a CPU with the exception of the DMC300C metering equipment.**

Questions from Lighthouse Louisiana:

1. Can UNO please provide a copy of the current contract from last award and a copy of the bid tabulation from last award. **Current contract provided.**
2. What is the current staffing level under the current contractor, including any wage rate information? **Three full time and two part time. The employees are contract employees and as such the university does not have wage rate information.**
3. What current equipment on site is provided by the contractor? Any model or serial # information would be helpful. **The contractor presently provides all equipment necessary to operate a CPU with the exception of the DMC300C metering equipment.**
4. When you drop mail at the individual buildings, what does the drop off process look like? Does mail drop off occur at a central location at the building, or is mail further distributed at each building to individual offices or drop off points? **Please refer to Attachment B to see the various mail stops in each of the buildings.**

Questions from Exela:

Under equipment and supplies, it states that UNO will provide a DM300C metering equipment.

Does UNO plan to upgrade this machine over the next 12 months. This machine does have a life span as it is the older model which uses an Analog Line to add postage and make updates. That could possibly be phased out over the next few years and may require to be transitioned to a Data Line

Answer:

UNO presently leases the DM300C metering equipment and does not have plans to upgrade it over the next 12 months. Should this equipment become obsolete or no longer be supported by Pitney Bowes or the USPS the university will upgrade the equipment.

Can we request clarification for the below listed item on the BID.

1. Describe a plan for sustainability, if applicable.

Examples may be use of flexible fuel fleet vehicles, low emissions vehicles or no emissions electrical vehicles. Use of text and email notifications rather than hard copy notifications. Use of energy efficient items with the ENERGY STAR® logo or items that are EPEAT registered for the office. Use of recycle bins for office trash and customer discarded shipping boxes.

Will UNO accept BID with electronic Signatures or will they require a physical signature on the BID Referring to “Person Authorized to bind the Vendor” No electronic signatures. A physical signature is required.

PART I: ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background

The University of New Orleans (hereinafter referred to as the “University” or “UNO”) is an urban research University in the State of Louisiana, categorized as an SREB Four Year 2 Institution, as a Carnegie Doctoral/Research University – Intensive, and as a COC/SACS Level VI Institution. Established in 1958, UNO is a member of the University of Louisiana System offering degrees through five (5) undergraduate colleges and a graduate school.

UNO serves approximately 8,300 students by offering more than 100 degree programs. Enrollment comes from nearly every state in the U.S. and over 85 foreign countries.

The University is a “walking campus”, with most classes located within 10 minutes of each other. In the fall of 2019 UNO had approximately 1,400 students living on campus in our 2 residence halls and 2 apartment complexes.

Presently, the University has a contract for the operation of the Campus Mail Services with Exela Enterprise Solutions, Inc. The contract expires September 30, 2020.

Additionally, the current Campus Mail Service is presently operating as a Contract Postal Unit (CPU).

The University of New Orleans in New Orleans, Louisiana will accept proposals from qualified vendors for Campus Mail services at the Lakefront Campus location. The University of New Orleans reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. All contracts awarded shall be based upon the proposal most advantageous to the University of New Orleans, lowest price considered.

1.1.1 Purpose

The purpose of this bid is to obtain competitive proposals as allowed by Louisiana Revised Statute 39:1593.C. from bona fide, qualified proposers who are interested in providing all labor, supervision, equipment, materials, supplies, and transportation to perform campus mail center services.

The University is seeking a vendor to provide quality, customer focused, comprehensive, cost effective and innovative mail service for the University. In addition, the selected contractor will be expected to be aware of and comply with all policies, procedures and standards of the US Postal Service.

1.1.2 Goals and Objectives

The University of New Orleans desires to obtain effective and efficient operation of its Campus Mail in accordance with the bid specifications.

PART II: SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

CAMPUS MAIL SERVICE OPERATIONS

The Campus Mail services expected of the selected contractor by the University include, but are not limited to, the following:

INBOUND MAIL SERVICE

The US Postal Service delivers mail to the University of New Orleans (zip code 70148) Monday through Saturday between 8:30am-9:30am. The selected Contractor shall be responsible for the receipt, sorting and distribution of all inbound mail (including parcels) to the various colleges, administrative departments and support functions of the University (approximately 90) and to the students and University personnel who maintain post office boxes (currently 960) at the Lakefront Campus.

The selected contractor shall be responsible for assuring that all inbound mail (including accountable mail such as registered, certified, return receipt, business reply), and parcels are received, manifested, sorted, and delivered on the same day. Accountable mail received on Saturday or holidays will be delivered on the next UNO business day. In addition to the USPS mail, Campus Mail also sorts, routes and delivers internal campus mail.

At the present there are approximately ninety (90) departments in 29 buildings receiving mail deliveries daily, with a mail volume of approximately 80,000 – 90,000 pieces of mail and parcels per month. The University does not anticipate a material increase in mail stops (departments) and volume of mail to be delivered. However, should the number of departments receiving mail and the volume of mail being delivered monthly increase by more than Twenty Per Cent (20%), the University will consider additional compensation to the contractor for such additional personnel costs which may be required in order to maintain the current delivery schedule. Overload rate for services when increased by more than Twenty Per Cent (20%) should be indicated on the Pricing Schedule. No new departmental delivery locations are to be added to the delivery route without the written approval of the Director of Auxiliary Services.

The University of New Orleans has operations at a number of satellite locations. The locations covered by this contract shall be defined as the Main Campus, located at 2000 Lakeshore Drive, the UNO Research and Technology Park (located across Lakeshore Drive from UNO) and the East Campus, which consists of the UNO Kiefer Lakefront Arena (6801 Franklin Avenue). See attachment B for building list.

The selected contractor shall be responsible for forwarding, return or handling of all undeliverable mail in accordance with USPS regulations regarding unknowns, undeliverable, throwbacks, and waste mail within a reasonable period.

OUTBOUND MAIL SERVICE (EXCLUDING BULK MAIL)

The selected contractor shall be responsible for processing, metering, and other preparations required by the US Postal Service for outbound mail picked up by the US Postal Service at approximately 4:00 pm Monday-Friday. Outbound mail picked up from the University departments is picked up daily. (See Attachment B for current Route.)

Postage for University mail shall be provided from the University's operating budget, with the selected contractor responsible for maintaining an accurate and timely chargeback system for billing departments for their actual postage use, including domestic, international, business reply and such other delivery services which may be available. The University spends approximately \$65k to \$85k per year on non-bulk outgoing mail. (See Attachment C for amount spent in the past two fiscal years.)

The selected contractor shall be responsible for providing the University with sufficient notice of need for replenishment of postage accounts and shall submit postage order to the USPS, as required. The University will supply the contractor a payment/check for this postage.

OPERATIONAL HOURS

The operational hours of the window for the University's contract station shall be as follows:

Monday-Friday	8:30 am-4:00 pm
Saturday	10:00 am-1:00 pm

The operational hours of the mail service workroom shall be as follows:

Monday-Friday 8:00 am through 4:30 pm but not prior to pick up of outbound mail by the USPS (approximately 4:15 pm)

Saturday 10:00 am through 1:00 pm but not prior to pick up of outbound mail by the USPS (approximately noon)

HOLIDAY SCHEDULES

The selected contractor shall coordinate holiday schedules of its employees to conform to the holiday operational schedule of the University. Due to the contract station requirements, special mailing needs of the University and service requirements to box holders; there shall be periods when the mail service must operate during University holidays. All holiday or special operational schedules shall be coordinated with and approved by the Director of Auxiliary Services.

Holiday schedules will be determined annually by the Director of Auxiliary Services in consultation with the Contractor prior to the start of the fall semester.

BOX RENTAL PROGRAM

Campus Mail maintains mail boxes which are rented by students, faculty, staff, chartered student organizations and University departments. The box rental program shall be administered by the selected Contractor with all box rental revenues transmitted to and deposited by the University.

The selected contractor shall be responsible for seeing that all box rental fees are kept current. Box rental fees shall be collected and transmitted daily to the Office of Auxiliary Services for verification and deposited on behalf of the University.

The selected contractor will follow all cash handling procedures required by the University including, but not limited to, the use of numbered, duplicate receipts in sequence. Shortages in box rental fees will be the responsibility of the selected contractor.

Boxes may be rented by the semester or on a yearly basis. Box rental renewals occur primarily at the beginning of a semester and require a great deal of time during the first few weeks of classes. (See Attachment D for current box rental rates.) Box rental rates should remain unchanged for the first year of the agreement. Box rental rates are determined by the Director of Auxiliary Services.

DEPARTMENTAL POSTAGE AND FEES

The charge backs are to be posted monthly and credited to the proper departmental operating account. The University does not anticipate deviating from its usual interdepartmental charge back mechanism, but will entertain recommendations from the selected contractor for more efficient or timely chargeback procedures. Charge backs for the postage (first class, business reply, postage due, etc.) used by the individual departments shall be provided by the Contractor to the Office of Auxiliary Services no later than the first (1st) day of the following month.

STANDARD (BULK) MAIL

The University uses a contract mail house for bundling, sacking and delivery of standard (bulk) mail to the Post Office. It is the Campus Mail contractor's responsibility to maintain adequate monies (from University funds) in the University's third class postal account at all times to cover anticipated bulk mail postage. Charge backs for the bulk rate postage shall be provided by the contractor to the Office of Auxiliary Services not later than the first (1st) day of the following month. The University spends between \$60k and \$130k per year on bulk mail for which the successful contractor must monitor (not process) the bulk mail postal account (see Attachment C for amount spent in the past two fiscal years).

USPS CONTRACT SERVICE OPERATIONS

Campus Mail manages a Contract Postal Unit (CPU) USPS Contract Station #3 on behalf of the University. While normal operating days and hours are specified above, the USPS requires that UNO provide window service at specific times.

The UNO USPS Contract Station offers USPS services for sale to the University community. These include, but may not be limited to, the sale of stamps, stationery, post cards, envelopes and mailing supplies; overnight, priority, 1st, 3rd and 4th class mail; registered and certified mail; insurance; international mail; the sale of USPS money orders, etc.; and receipts for all such transactions as requested. The selected Contractor must also maintain accurate and current inventories of products on hand (stamps, stationery, mailing supplies, etc.). The Contractor will be responsible for ordering such supplies from the USPS as necessary to insure uninterrupted window service to University customers.

The Contractor shall be responsible for all such sales as well as timely and accurate accounting of monies received. This includes completing daily financial forms for the two cash drawers used for window sales. Deposits of such revenues must be made to the USPS daily and delivered via the afternoon pick-up by the USPS truck.

INVENTORY AUDIT AT TRANSITION

The University, the USPS, the current Contractor and the selected Contractor shall perform a joint audit of all stock and cash on hand at the time of the transition from the current to the successor Contractor. After the contract start date, the selected contractor shall be responsible for any shortages due the US Postal Service from that point forward. The University will not be responsible for any stock or cash shortages.

FINANCIAL SERVICES AND REPORTING

Operated as a CPU the selected Contractor shall maintain and submit accurate and timely accounting and inventory records. Accounting records include daily reports on USPS forms 1412A and 1412C; post office box rental receipts and deposits; monthly departmental charge backs for postage (including bulk mail); meter postage purchases; deposits to UNO's USPS bulk mail account, and other records as required by the University and/or USPS. Books are to be ready for inspection by the USPS and/or the UNO Office of Internal Audit on a "no notice" basis. The selected Contractor shall be required to use the reporting format and procedures currently used by the University, and approved of by the USPS, unless other such reporting formats and procedures are approved in advance by the Director of Auxiliary Services.

OTHER RESPONSIBILITIES

The Contractor will accept UPS and Fed Ex parcels addressed to box holders and promptly notify the recipient that a package has been received. Deliveries to University departments from all expedited carriers (UPS, Federal Express, etc.) are delivered directly from the carrier to the individual departments.

ADDITIONAL SERVICES

The University may require additional services not specified in this RFP during the term of this contract. By mutual consent between the parties these services will be negotiated and may be added to the contract price.

EQUIPMENT AND SUPPLIES

The Contractor will be responsible for providing all equipment necessary to operate the Campus Mail operation at the University. The University will provide only the DMC300C metering equipment. This equipment will be available for use by the Contractor but remains the property of UNO. The Contractor will be totally responsible for maintenance and repairs of its equipment as well as any University owned equipment used by Contractor. The Contractor will further be responsible for all supplies necessary for a proper and efficient operation of the Campus Mail Service. Any University owned equipment may be inspected during the non-mandatory site visit.

The Contractor shall be responsible for providing the vehicle(s) used by its personnel for the purpose of mail delivery and pick up which must be operated by properly trained staff to make deliveries on campus and to the Postal Business Center or USPS Offices as may be required.

The contractor shall not be responsible for the cost or purchase of the University's interdepartmental mail envelopes. Single use envelopes are the responsibility of the individual departments. The reusable envelopes shall be purchased by the University and provided to the contractor for distribution to departments. The Contractor is responsible for notifying Auxiliary Services when these envelopes are needed.

FACILITIES/OVERHEAD

Campus Mail is currently housed in the University Center in UC 112 on the UNO Lakefront Campus and occupies approximately 1,830 square feet. (See Attachment E for Floor Plans.) Rental boxes are also located within this same space. The space, electricity, local telephone lines and data lines, HVAC and general building maintenance will be provided at no charge to the Contractor. The Contractor shall be responsible for daily housekeeping, including trash removal, within the areas assigned.

PERSONNEL AND STAFFING

The Contractor shall adequately staff the Campus Mail service operation in order to assure the timely processing of all outgoing mail and the timely delivery of all incoming mail. The contract station window shall be staffed at all times. Box holder mail shall be processed daily. Throwback, unidentifiable mail, and mail forwarding shall be processed daily.

The Contractor shall have a well-developed transition plan, sufficient permanent staffing, training programs and a customer service feedback plan. At least one (1) of the permanent employees shall be USPS MQC Certified.

PERSONNEL PRACTICES AND STANDARDS

The University is committed in assuring that Contractor's personnel are qualified, adequately trained, and have a strong commitment to customer service. All employees of the contractor shall be in uniforms and carry picture identification provided by the contractor. All employees of the contractor shall be required to obtain a University of New Orleans staff parking decal.

TRANSITION

In the event of a transition, the University desires a smooth and professional approach toward transitioning from the current Contractor to the successful Proposer. With this in mind, the University, the current Contractor and the successful Proposer shall meet not less than two weeks prior to the start of the new contract to discuss the transition procedures.

Prior to the anticipated transition, for a minimum of one (1) week, the successful Proposer will be required to

work with the current Contractor to become familiar with the mail routes and financial reports, in order to complete the joint audit, etc. The new Contractor shall assume all costs of their personnel who work on site during the transition period.

CAMPUS MAIL SERVICE OPERATIONS

Each Proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

1. Provide brief narrative describing Contractor's history, background, qualifications, relevant experience, and unique benefits UNO will receive from your services.
 - a. Provide a brief summary of Proposer's history and background.
 - b. The Contractor shall have a minimum of five (5) years previous experience in managing Mail Services operations for institutions of higher education, government or private industry with similar scope and volume as the University of New Orleans. Please submit evidence demonstrating this experience.
 - c. Please provide references for at least five universities, government agencies, or private firms for whom similar or larger scope services are currently being provided. Include a contact person, telephone number, and the volume of incoming and outgoing mail processed for each reference.
 - d. Provide detailed plan for management of the University's Campus Mail Service to include the training and experience that the Contractor's supervisor/employees will have with USPS mail classifications, policies and procedures.
 - e. Provide a list of locations at which your company operates or has operated a CPU. If your company has not operated a CPU, provide a detailed plan of the training and experience of the supervisor/employees who will operate the CPU, to include employee training in USPS mail classification, USPS forms, policies and procedures.
 - f. Provide information demonstrating the Proposer's financial strength and stability (financial statements, annual reports, or similar data for the last three years).
 - g. Confirm that your company will be responsible for providing and maintaining all equipment required to operate the Mail Services for the University.
 - h. Confirm that your company will provide whatever vehicle necessary to provide the Mail Services for the University.
 - i. Confirm that your company will require uniforms for the staff employed to operate the Mail Services for the University and describe what the uniforms will look like.
 - j. Confirm that your company will be responsible for all housekeeping for the area occupied for Mail Services at the University.
 - k. Confirm that your company will be able to provide services during the operational hours stated in this proposal and acknowledge that the holiday schedule for the employees of the Campus Mail Services will differ from the University's holiday schedule.
2. Approach and Methodology: Illustrating and describing proposed technical solution and compliance with the proposal requirements.
 - a. Discuss, in detail, the plans to insure that all the regulations and requirements of the USPS are adhered to and that all terms and conditions of the University's agreement with the USPS are successfully met.
 - b. Provide a copy of your staffing plan, including plans for absenteeism and vacant positions, training program and customer feedback program. Include in the plan methods for handling customer complaints and employee absenteeism. Describe employee dress code.
 - c. Provide a transition plan which will assure uninterrupted mail service with a minimum of delivery or other errors. Include length of time needed to work with current operator to assure as smooth a transition as possible, including knowledge of mail delivery routes and stops, equipment operation, reports required, etc. Provide staffing chart and list the training that all staff will have

- received prior to the transition.
- d. Provide type of vehicle(s) which will be used for deliveries.
 - e. Provide examples of the standard management reports prepared by the Contractor (e.g. tracking reports, activity reports, etc.), as well as time frames for delivering such reports to UNO management.
 - f. Provide plan for covering vacancies due to illness, resignation, termination, etc.
 - g. Describe any potential ways to assist the University in reducing the effects of rate increases or potential savings on mailing costs.
 - h. Submit a plan for providing all required services.
 - i. Provide a plan for Service Improvement.
 - j. Provide a list and describe all innovative concepts which will be implemented, if any, for consideration.
 - k. Indicate what software will be used (if any).
 - l. Describe a plan for sustainability, if applicable.
 - m. Provide detailed schedule of implementation plan. This schedule is to include implementation actions, timelines, responsible parties, etc.
 - n. Describe any additional services that may be provided and identify additional cost, if any, of each service. (e.g. moving, packing, storing)

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the University to consider.

ATTACHMENT A

Pricing Schedule

Prices proposed by the Contractors should be submitted on this Price Schedule. Prices submitted shall be firm for the term of the contract. Prices should include delivery of all items F.O.B. destination. The successful firm shall be required to furnish all labor, equipment, machinery, transportation and other implements necessary to execute the contract.

Proposers should provide separate pricing for each of the following areas of work as further described in section 2.1 Statement of Work/Services.

CAMPUS MAIL

CAMPUS MAIL SERVICE OPERATIONS

Year 1 Monthly Charge	_____
Year 2 Monthly Charge	_____
Year 3 Monthly Charge	_____
Year 4 Monthly Charge	_____
Year 5 Monthly Charge	_____

ATTATCHMENT B

MAIL ROUTE

Milenburg Hall

Chart – 102

Anthropology -256

Sociology – 256

Geography-256

Political Science-256

Transportation, PLUS, CUPA-273

Testing Services-216

Administration Building

Graduate School, Continuing Education-1006

Office of Research and Sponsored Programs-1005

Purchasing-1004

President's Office-2000

Academic Affairs-2011

Business Affairs-2010

Sodexo, Facility Services-112

Office of Communications; Public Relations & Marketing-103

Payroll; Internal Audit-216

Human Resources-208

Accounts Payable-205

International Center

Division of International Education-104

Division of International Education-105

Center Austria-118

International Study Abroad and Exchange Program-124A

Office of International Students and Scholars-125

International Study Abroad and Exchange Program-126A

International Study Abroad and Exchange Program-128A

Intensive English Language Program-131

Newman Center

Performing Arts Center (PAC)

Arts Administration-331

Music-331

FTCA-331

Liberal Arts Building

History-135

Liberal Arts-201

English 201

Foreign Language-201

Philosophy-201

Mathematics Building

Math-307

Computer Science-307

University Computer Center

Computer Center-100

Help Desk, Telecommunications-101

Campus Police-234

Biology-200

Environmental Health & Safety-212

Education Building

Interdisciplinary Studies (IDS)-124

Student Support Services-166

Education Administration-242

ELCF-348

Curriculum & Instruction-342

Privateer Place**Fine Arts Building****Homer L. Hitt Alumni Center**

Credit Union

Alumni

Old Campus Police Building

Property Control

Kirshman Hall

Business-307

University Center

Auxiliary Services-116

Chartwells-114

Bookstore

Student Government

Student Involvement

Counseling Services

Student Health-248

Student Affairs-248

Career Services

Driftwood

Ochsner-238

Recreation Center**Student Housing (Pontchartrain Hall)****Human Performance Center**

Athletics

Lakefront Arena-109**Advance Technology Center**

UNO Foundation-420

TRAC-203

Project Nola

Blood Center

Silence Is Violence

Chi Alpha

Core Element

Isaiah Institute

New Orleans Educational Institute

Engineering Building-910**Commons**

Service Center

Geology & Psychology Building

Geology-1065

Psychology-2001

Chemistry Building-102**Science Building-1100**

Science

Physics

AMRI

Library (Privateer Enrollment Center)

WWNO

Admissions & Financial Aid

New Student Orientation

First Year Experience

First Year Advising

Women's Center-201

Honor's Program-301

Library Administration-401

UNO Press-221

Learning Resources Center-125

Disability Services-126

ATTACHMENT C

POSTAGE TOTALS FISCAL YEARS '2018-19; 2017-18

First Class Charges					
	Month/Year	Total/Month		Month/Year	Total/Month
	Jul-18	\$2,894.72		Jul-17	\$3,953.32
	Aug-18	\$4,249.56		Aug-17	\$3,352.20
	Sep-18	\$7,538.06		Sep-17	\$7,177.19
	Oct-18	\$5,118.90		Oct-17	\$3,827.50
	Nov-18	\$5,795.52		Nov-17	\$4,834.94
	Dec-18	\$4,838.98		Dec-17	\$4,222.50
	Jan-19	\$7,902.35		Jan-18	\$5,038.18
	Feb-19	\$4,635.33		Feb-18	\$5,199.58
	Mar-19	\$3,859.32		Mar-18	\$4,505.14
	Apr-19	\$6,569.50		Apr-18	\$5,060.79
	May-19	\$6,635.00		May-18	\$5,847.93
	Jun-19	\$4,832.79		Jun-18	\$3,645.68
Total		\$64,870.03			\$56,664.95
Business Reply					
	Jul-18	\$2.62		Jul-17	\$39.99
	Aug-18	\$1.31		Aug-17	\$1,068.12
	Sep-18	\$0.00		Sep-17	\$242.97
	Oct-18	\$29.87		Oct-17	\$21.93
	Nov-18	\$2.38		Nov-17	\$16.77
	Dec-18	\$0.00		Dec-17	\$0.00
	Jan-19	\$0.00		Jan-18	\$14.41
	Feb-19	0		Feb-18	\$0.00
	Mar-19	0		Mar-17	\$54.76
	Apr-19	0		Apr-18	\$16.16
	May-19	0		May-18	\$3.93
	Jun-19	0		Jun-18	\$6.55
Total		\$36.18			\$1,485.59
Bulk Mail	Jul-18	0		Jul-19	\$0.00
	Aug-18	\$18,985.14		Aug-17	\$8,809.27
	Sep-18	\$5,388.87		Sep-17	\$2,576.24
	Oct-18	\$32,885.23		Oct-17	\$5,514.75
	Nov-18	\$10,676.13		Nov-17	\$7,379.47
	Dec-18	\$42,702.94		Dec-17	\$19,473.36
	Jan-19	\$300.93		Jan-18	\$2,465.35

	Feb-19	\$692.75		Feb-18	\$465.68	
	Mar-19	\$5,979.37		Mar-18	\$3,039.31	
	Apr-19	\$9,791.42		Apr-18	\$6,396.94	
	May-19	\$95.85		May-18	\$0.00	
	Jun-19	\$516.21		Jun-18	1069.1	
Total		\$128,014.84			\$57,189.47	

ATTACHMENT D

PO BOX RENTAL RATES

\$50.00 FOR A YEAR
\$40.00 FOR 9 MONTHS
\$30.00 FOR 6 MONTHS
\$20.00 FOR 3 MONTHS

ATTACHMENT E

FLOOR PLANS

SEE ATTACHED SEPARATE DOCUMENT FROM THIS IFB

INSURANCE AND INDEMNIFICATION

Before commencing work, the other party (vendor/contractor and or subcontractor) shall obtain at its own cost and expense the following insurance in insurance companies authorized in the State, with an A.M. Best rating of A- VI or higher and shall provide evidence of such insurance to the University of New Orleans. The policies or certificates thereof, shall provide that thirty days prior to cancellation notices of same shall be given to the University of New Orleans by registered mail, return receipt requested, for all of the following stated insurance policies. All notices shall name the contractor and identify the agreement or contract number.

- A. Worker's Compensation - Statutory - in compliance with the Compensation law of the State. Exception: Employers Liability is to be \$1,000,000 when work is to be over water and involves maritime exposure. (A. M. Best's rating requirement mentioned above is waived for workers compensation coverage only.)
- B. Commercial General Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall show on the certificate of insurance which of the following coverages is not included in the policy, if any:
 - 1. Premises - Operations
 - 2. Broad Form Contractual Liability
 - 3. Products and Completed Operations
 - 4. Use of Contractors and Subcontractors
 - 5. Personal Injury
 - 6. Broad Form Property Damage
- C. Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages:
 - 1. Owned automobiles
 - 2. Hired automobiles
 - 3. Non-owned automobiles

Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

Location of operation shall be "All Locations".

- D. Other Party's Professional Liability. The other party shall provide such insurance. (Minimum limits of \$1,000,000). Required in the "Special Conditions" of the contract specification.
- E. If at any time any of the policies shall become unsatisfactory to the University of New Orleans as to form or substance, or if a company issuing any such policy shall become unsatisfactory to the University of New Orleans, the other party shall obtain a new policy, submit the same to the University of New Orleans for approval and submit a certificate of insurance as required. Upon failure of the other party to furnish, deliver and maintain such insurance as above provided, this contract at the election of the University of New Orleans may be forthwith declared suspended, discontinued or terminated. Failure of the other party to take out and/or maintain any required insurance, shall not relieve the other party from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the other party concerning indemnification.

CHAPTER 7 - Continued

- F. All policies and certificates of insurance of the other party shall reflect the following:
 - 1. The other party's insurer will have no right of recovery or subrogation against the University of New Orleans, it being the intention of the parties that the insurance policies so affected shall protect both parties and the primary coverage for any and all losses covered by the described insurance.

2. The University of New Orleans shall be named as an "additional insured" as regards negligence by the contractor. (ISO Form CG 20 10 11 85).
3. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.

G. The following Indemnification Agreement shall be, and is hereby, a provision of the contract:

The other party agrees to protect, defend, indemnify, save and hold harmless the University of New Orleans, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the other party, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the other party as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the University of New Orleans, its agents, representatives, and/or employees. The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

- H. Any and all deductibles in the below described insurance policies shall be assumed by and be for the amount of, and at the sole risk of the other party.
- I. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.
- J. All property losses shall be made payable to and adjusted with the University of New Orleans.
- K. Neither the acceptance of the completed work nor payment therefore shall release the contractor/subcontractor from his obligations from the insurance requirements or indemnification agreement.
- L. Additional insurance may be required on an individual basis for extra hazardous contracts and specific service agreements. If such additional insurance is required for a specific contract, that requirement will be described in the "Special Conditions" of the contract specifications.
- M. If any of the Property and Casualty insurance requirements (Exhibit A or B) are not complied with at their renewal dates, payments to the contractor/subcontractor may be withheld until those requirements have been met, or at the option of the University of New Orleans, the University of New Orleans may pay the Renewal Premium and withhold such payments from any monies due the contractor/subcontractor.

**** EXHIBIT A ****

INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the contractor's bid.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001). **"Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the University of New Orleans. At the option of the University of New Orleans, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University of New Orleans, its officers, officials, employees and volunteers; or the contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

EXHIBIT A - Continued

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

a. **The University of New Orleans, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds"** as respects liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor, premises owned, occupied or used by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the University of New Orleans, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana.

b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the University of New Orleans, its officers, officials, employees, Boards and Commissions or volunteers.

c. The contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the University of New Orleans, its officers, officials, employees and volunteers for losses arising from work performed by the contractor for the University of New Orleans.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the University of New Orleans.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A- VI or higher. This rating requirement will be waived for workers' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the University of New Orleans with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the University of New Orleans before work commences. The University of New Orleans reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

* * EXHIBIT D * *

INDEMNIFICATION AGREEMENT

The _____ agrees to protect, defend indemnify, save Contractor/Subcontractor/Lessee/Supplier and hold harmless the University, its officers, agents, servants, and employees, including

volunteers, from and against any and all claims, demands, expense and liability arising

out of injury or death to any person or the damage, loss or destruction of any property

which may occur or in any way grow out of any act or omission of

_____, its agents, servants, and employees, or any and Contractor/Subcontractor/Lessee/Supplier

all costs, expense and/or attorney fees incurred by _____ Contractor/Subcontractor/Lessee/Supplier

as a result of any claim, demands, and/or causes of action except of those claims,

demands, and/or causes of action arising out of the negligence of the University, its

agents, representatives, and/or employees.

_____ agrees to investigate, handle, respond to, Contractor/Subcontractor/Lessee/Supplier

provide defense for and defend any such claims, demand, or suit at its sole expense and

agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is

groundless, false or fraudulent.

Accepted by _____

Company Name

Signature _____

Title

Date

Accepted _____

_____ No

Is Certificate of Insurance Attached? _____ Yes

Contract for University of New Orleans

PURPOSE OF CONTRACT: CAMPUS MAIL SERVICE
